

Job Opportunity

Date: July 30, 2014

Position Title/Rate: Bailiff \$12.75/hr
Law-Trained Bailiff — \$14.03/hr

Department/Division: Judge Cunanan – Civil Calendar

Location: Central Court Building
201 W. Jefferson St.
Phoenix, AZ 85003

Minimum Qualifications: **Bailiff:**

Bailiff minimum qualifications include a High School Diploma or GED.

Law Trained Bailiff:

The ideal candidate must have good organizational, writing, and research skills and graduated from an academically accredited school of Law.

Comments:

Judge Cunanan seeks a full-time Bailiff/Law Trained Bailiff (preferred) to begin **immediately**. The ideal applicant should be able to make a one-year commitment to this position. This recruitment is ongoing until the position is filled. All interested applicants should email their résumé immediately to:

ATTN: Sofia Gonzalez, Judicial Assistant

Email: gonzalezs001@superiorcourt.maricopa.gov

Our comprehensive benefits package includes medical/dental/vision, up to 23-vacation days/year and 11 paid holidays. This position is Unclassified and not covered by the Judicial Merit Rules. **EOE**

JOB SUMMARY:

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court Division.

PRIMARY DUTIES OF THE POSITION:

Assists the judge with administrative, clerical, and legal research tasks; orders or prepares files for the Court; prepares courtroom for trials; manages courtroom during proceedings; drafts, edits, proofreads, and assembles legal documents and memoranda; researches legal issues; discusses pending cases with the Judge and performs related duties as assigned or necessary to aid in the administration of the cases before the Court.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:

Knowledge, Skills and Abilities: Requires considerable knowledge of legal research methods and techniques; considerable knowledge of court procedures and operations; and considerable knowledge of State laws, rules and regulations. Must have the ability to communicate effectively both verbally and in writing; the ability to interpret, analyze, and evaluate legal information and draw conclusions; and the ability to establish and maintain effective working relationships with others.

It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act ADA, please call 602-506-4473.